

**STATE ENHANCED 9-1-1
ADVISORY COMMITTEE
MEETING MINUTES
DECEMBER 19, 2002**

Members Present:

Chair, Chris Fischer, *Association of Public-Safety Communications Officials (APCO)*
Dan Aycock, *Member at Large*
Rebecca Beaton, *Washington Utilities and Transportation Commission (WUTC)*
JoAnn Boggs, *Small Rural Counties - East*
Dave Cowardin, *Washington State Association of Fire Chiefs*
Jack Cvitanovic, *Department of Health*
Marlys Davis, *King County*
Bill Graedel, *Washington State Association of Counties - East*
Jon Kaino, *Washington State Association of Counties - West*
Marty Knorr, *Washington State Patrol*
Lynn Mell, *T-Mobile Wireless*
Jim Potts, *Fire Protection Policy Board*
Jim Quackenbush, *National Emergency Number Association (NENA)*
Markus Volke, *Qwest*
Marj Williams, *Large Urban Counties – West*
Naomi Wu, *Small Rural Counties - West*

Alternate Members Present:

Mike Fagan, *Washington Independent Telephone Association (WITA)*
Wayne Wantland, *Large Urban Counties - East*

Guests Present:

John Didion (*Pacific*), Deanna Wells (*Cowlitz*), Chris Mace (*Clark*), Tim Goss (*Clark*), Richard Kirton (*Kitsap*), Ben Keller (*Garfield*).

County Coordinators Present:

Kellie Ottmar (*Adams*), Bonnie Albertsen (*Asotin*), Eileen Ervin (*Chelan*), **Naomi Wu** (*Clallam*), Roger Trump (*Columbia*), Cindy Barnd (*Cowlitz*), Rose Parr (*Ferry*), Virginia Boyd (*Garfield*), Peggy Fouts (*Grays Harbor*), Tom Shaughnessy (*Island*), Tracy Stringer (*Jefferson*), **Marlys Davis** (*King*), Cathy Bevans (*Klickitat*), Lanette Scapillato (*Lewis*), Stephanie Fritts (*Pacific*), **JoAnn Boggs** (*Pend Oreille*), Deb Welsh (*Skagit*), **Marj Williams** (*Snohomish*), **Jim Quackenbush** (*Thurston*), Dac Jamison (*Whatcom*), and **Wayne Wantland** (*Yakima*).

State Office Staff Present:

Bob Oenning, Kurt Hardin, Dave Irwin, Catherine Bartholomew, Lorri Hergert, and Dave Griffith

Welcome and Introductions:

Chris Fischer called the meeting to order at 9:35 am. Members and guests introduced themselves.

Review and Approval of the Minutes (November 21, 2002): Jon Kaino's name is spelled in correctly. Lynn Mell represents 'T-Mobil USA'. On page 3, second paragraph, second sentence, change to 'Khalid'. On page 3, second paragraph, second sentence, add 'CAD vendors that are using old mapping systems, those do not follow ESRI standards and are NOT using GIS shape (.shp) files.'

Bill Graedel motioned to approve the amended minutes from the November 21, 2002 meeting as amended. Dan Aycock seconded the motion. The motion carried.

Old Business:

Bob Oenning stated there was no old business to address.

SUBCOMMITTEE REPORTS:

Wireless – Marlys Davis

Dave Griffith discussed recent FCC actions. At the December 11th open meeting, the FCC issued two news releases related to 911 activities. The first was a notice that the FCC was reopening the rules on 911 for further review. In a recent news release the FCC mentioned it is reviewing rules on access to E911 from satellite phones, PBXs and Centrex services, new wireless devices, possibly pagers or personal digital assistants, and telematics. (This Further Notice of Proposed Rulemaking is now on the FCC's Website under FCC 02-326 and CC Docket No. 94-102).

The FCC also issued a consumer alert on accidental calls to 911. The alert mentions three means consumers can use to reduce the chances they will inadvertently dial 911 from their cellular handsets:

- Lock keypads by using the keypad lock feature,
- Turn off the auto dial 9-1-1 feature, and
- Refrain from programming the cell phone to dial 9-1-1.

The State Office has sent out an e-mail on the consumer alert. Cell phone companies and manufacturers will be helping out by not providing the 9-1-1 auto dial features on future phones.

The FCC has re-released the Richardson Order (FCC 02-318 and CC Docket No. 94-102). This document is an Order on Reconsideration in response to wireless carriers' requests for clarification and additional requirements after the initial Richardson Order had been issued (FCC 01-293).

Smaller carriers wanted an extension of the six-month time frame to implement Phase I or Phase II wireless E911. The FCC refused to grant the extension. Other carriers wanted additional requirements from PSAPs before requests could be made to carriers for Phase I or Phase II service. The initial Richardson Order had three requirements:

- ~That a funding mechanism for PSAPs be in place,
- ~That PSAPs be able to demonstrate equipment was either in place or would be installed and operational within six months, and
- ~That timely requests for additional trunks and software upgrades have been made to the incumbent LECs.

Carriers were complaining that the LECs were not ready and that the PSAPs should be required to provide additional detail on LEC readiness. The FCC stated it would use enforcement proceedings if necessary to keep LECs from delaying implementation of Phase I and II.

To partially satisfy wireless carriers concerns, carriers are now allowed to make formal requests to PSAPs asking for documentation that shows PSAP compliance with the order. This request must be made within 15 days of receiving a request from the PSAP for Phase I or Phase II service. The PSAP has 15 days to respond to the carrier's request. If the PSAP misses the 15-day requirement the "clock stops" on implementation until the PSAP responds with the required documentation. If the carrier misses the 15-day requirement, the PSAP is not required to respond. The State office has agreed to coordinate the process of verifying PSAP compliance for Phase I or Phase II readiness with the carriers to help eliminate a lot of extra paper work. The State Office will also send a letter to the LECs indicating that upgrades need to be in place and that Phase I or Phase II implementation will not be delayed because of LEC activity.

At the November meeting a discussion occurred on harassing calls to 911 from non-initialized phones. The FCC said that carriers would not be in violation of FCC rules if they did not forward calls from these phones to the PSAPs. However, carriers are now saying that they do not have the technology that would allow them to "turn off" these cell phones.

Chris Fischer handed out a newsletter from the Federal Communications Commission (FCC) dated December 11, 2002 **[ENCL 1]**.

Phase I order spreadsheet **[ENCL 2]**. Kurt Hardin asked that if there are changes to the spreadsheet to please submit those to the State Office or to Doug Gehrke. The spreadsheet is current as of December 11 and shows considerable progress. Kurt reminded counties that they need to submit their Phase I request letters to the carriers by the end of the month. Please make sure that you send a copy of these letters to the state office. They are needed to be able to pay for the non-recurring LEC charges. The state office asked the Advisory Committee if they wanted the state office to submit a letter to the Carriers notifying/verifying that all 39 counties are ready for Phase I. The state office would not be requesting service, just notifying and verifying. The Carriers thought it was a great idea.

Marlys requested that the state office send the counties the final copy of Carrier Service Agreements, so they have the most current version verses all the draft copies. Teresa Lewis will send those out via email.

Marlys handed out the NENA version 4.0 XML **[ENCL 3]**, with the ALI display testing. She requested that the PSAPs take a look at it and report back to her on what they want and don't want.

Wireless WAC Rule-Making – Marj Williams

Marj gave a presentation on the Wireless WAC Rulemaking subcommittee **[ENCL 4]** and a draft copy of the New Wireless WAC Rules Chapter 118-66 was handed out **[ENCL 5]**. After the presentation there was lengthy discussion regarding funding to the Washington State Patrol (WSP). *For the record statements:* Jon Kaino stated that he is opposed to the state funds going to the Washington State Patrol. Jim Quackenbush, JoAnn Boggs and Naomi Wu agree with this opposition. Naomi feels that the funding should be done between the county and the WSP. Jon Kaino stated that if the WAC language includes the WSP, then they would be taking funding away from the counties that really need it and there would be no limits on WSP funding? JoAnn Boggs agreed with this statement and stated that WSP should not receive funding.

The new language for the WAC regarding WSP language is as follows:

WAC 118-045 Washington State Patrol (WSP) Eligibility. Upon designation by a county as a Public Safety Answering Point (PSAP) for wireless 911 calls, Washington State Patrol communications centers may be eligible to receive money from the fund exclusively for ANI/ALI controllers and necessary interface to send data to other PSAPs equipment, Phase I Voice Network, PSAP mapping, Phase II CAD upgrades, and ANI/ALI Display equipment. Such eligibility shall be based on the portion of wireless 9-1-1 calls initially received by the regional WSP communications center serving the designating county.

Jim Quackenbush motioned to approve the Washington State Patrol language with the changes. Dan Aycok seconded the motion. (This motion was for the WAC 118-045 WSP language only and no other section of the WAC for wireless.)

There was an amendment to the motion as follows: *Funding for WSP be passed through (host) designated county and not the State Office.* **Jon Kaino motioned for the amendment. Bill Graedel seconded the motion.** Discussion ensued regarding the amendment. **Bill Graedel tabled the amendment. Jon Kaino seconded the tabling.**

The next step for the Wireless WAC Rule-Making subcommittee is to get the Advisory Committee's support on the final draft and then to the AAG for review. There was a request for the members of this committee to remain and become the Wireless WAC Policy subcommittee.

STATE OFFICE REPORTS:

Legislation:

Bob Oenning stated the WUTC published the Telecommunications Operations on December 16, 2002 with an effective date of July 1, 2003. Bob will make sure that the County Coordinators get a copy of these rules when they are final.

The state budget is officially \$2.4 billion out-of-balance. There will be a 2500 FTE cut across the state. The Governor recommended approval of the State E911 budget with \$34.3 million for the 2003-2005 budget, which includes the increase of state staff by 2 FTEs to assist with Wireless. Chris Fischer reminded the committee of what happened last year when the Governor recommended the State Office budget and then the Legislators transferred \$6 million out. She suggested that the County coordinators and the Advisory Committee members talk to their legislators to keep the E911 budget as is by reminding them how important the funding is and what it does for the states over-all E911 system. If you would like more information on the Washington State Budget go to www.governor.wa.gov.

Financial Status:

Catherine Bartholomew reported on the State Office Financial Status **[Encl 6-9]**. She reminded counties to submit their A-19's for payment. Kurt Hardin reminded the counties that if you do not get the A-19's in then those funds may be reassigned to the counties that need it.

Kurt Hardin stated that the State office would be releasing \$235,000 from the \$600,000 Contingency Fund, back to the counties with operational contracts, to fund eligible items through basic service for the current fiscal year. Catherine will be working with the counties on amendments for their contracts. If you have additional trunking requirements, please get those to Catherine right away so that they can be included with the amendments.

National Issues:

Bob Oenning reported that Homeland Defense is the big issue right now. The 911 service may be one of the elements of this program.

The APCO foundation grants: The following applications were submitted by the due date of 15 December 2002. All applications requested funding for PSAP mapping.

- Garfield County, including Asotin, Columbia and Pend Oreille Counties
- Adams and Lincoln County
- Thurston County (CAPCOM) including City of Puyallup, City of Lakewood (FIRECOM)
- Lewis County including Chelan, Pacific, Whitman and San Juan Counties

FY2004 New Contract Timelines:

- Jan 14 – New Contracts Policy and Application due out to the Counties.
- Jan 16 – Advisory Committee brief of the FY04 Operational Contracts Policy
- March Coordinator Forum – Brief on the new contract policy and how to fill out applications.
- April 15 – Applications are due to the State Office
- May 15 – Contracts due out to Counties for their review and signature
- June 15 – Contracts due back in the State Office from counties
- June 30 – TARGET DATE – Contracts signed by Emergency Management Division Director, Glen Woodbury (*pending appropriation from Legislature*)

Audit Information:

The State office is working with the State Auditors Office. Five counties will receive an audit on their 911 contracts. The State office is working with the Auditors office on program information so they will better understand the E911 program and the eligible costs within the program.

NEW Business:

Chris Fischer opened the floor for nominations for the new Chair and Vice-Chair to the Advisory Committee for the year 2004. **Bill Graedel motioned to keep the existing Chair and Vice-Chair. Jim Potts seconded the motion. The motion carried.** Chris Fischer will retain the title, as Chair of the Advisory Committee and Naomi Wu remain the vice-chair.

There was a recommendation that the E911 Advisory Committee By-Laws be amended **[ENCL 10]**.

Under Article 7, Section 2: *'Subcommittee membership. Subcommittee membership will consist of the E911 Advisory Committee member and/or other interested individuals. A subcommittee member who is a member of the Advisory Committee or a 911 County Coordinator may act as Chairperson of the subcommittee. The subcommittee membership shall be appointed by the Advisory Committee Chairperson and confirmed by the E911 Advisory Committee.'*

There was a motion by Jon Kaino to accept the recommended changes to the By-Laws for consideration at the next Advisory meeting. Bill Graedel seconded the motion. The motion carried.

The next meeting will be held THURSDAY, JANUARY 16, 2002 at THE RADISSON SEATAC HOTEL.

ACTION ITEMS:

Bill Graedel motioned to approve the amended minutes from the November 21, 2002 meeting as amended. Dan Aycock seconded the motion. The motion carried.

Jim Quackenbush motioned to approve the Washington State Patrol language with the changes. Dan Aycock seconded the motion.

Jon Kaino motioned for the amendment. Bill Graedel seconded the motion. Bill Graedel tabled the amendment. Jon Kaino seconded the tabling.

Bill Graedel motioned to keep the existing Chair and Vice-Chair. Jim Potts seconded the motion. The motion carried.

There was a motion by Jon Kaino to accept the recommended changes to the By-Laws for consideration at the next Advisory meeting. Bill Graedel seconded the motion. The motion carried.